# **Overview of Microsoft Office Word 2007**

Welcome to Microsoft® Office Word 2007, included in the 2007 release of the Microsoft Office system. Office Word 2007 is a powerful authoring program that gives you the ability to create and share professional-looking documents by combining a comprehensive set of writing tools with an easy-to-use interface.

Office Word 2007 helps information workers create professional-looking content more quickly than ever before. With a host of new tools, you can quickly construct documents from predefined parts and styles, as well as compose and publish blogs directly from within Word. Advanced integration with Microsoft Office SharePoint® Server 2007 and a new **XML**-based file format make Office Word 2007 the ideal choice for building integrated document management solutions.

This document provides an overview of Office Word 2007, with an emphasis on new and improved features. It also covers Office Word 2007 in action to demonstrate its exciting new capabilities.

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### **Create Professional-Looking Content**

Together with the Microsoft Office Fluent™ interface, Office Word 2007 gives you the tools you need to create professional-looking content.

**A The Office Fluent user** **interface** presents the right tools to you when you need them.

**B Add Building Blocks** of predefined content and reduce the errors associated with copying and pasting frequently used content.

**C Quick Styles** save you time by quickly formatting text and tables throughout your document.

**D Document Themes** apply the same colors, fonts, and effects to your documents for a consistent look.

**E SmartArt™ diagrams and a new charting engine** help youadd a professional look to documents. Shared diagramming and charting with Microsoft Office Excel® 2007 spreadsheet software and the Microsoft Office PowerPoint® 2007 presentation graphics program help ensure a consistent look across your documents, spreadsheets, and presentations.

**F The Equation Builder** helps you construct editable, in-line mathematical equations using real mathematical symbols, prebuilt equations, and automatic formatting.